Manual Connect Pro Meeting

The first step is to initiate a browser and write the url of the room we want to connect us (to do tests you can use an especific meeting room:

http://ado.uvigo.es/test2

but previously you need to coordinate the availability with the videoconference technician that you find the contact data below of this document.

To use this application is important to have headphones with integrated microphone to avoid the apparition of echos that they can appear if we used the speakers of the pc.

1.- LOGIN.

This is the image that it will show you firstly:
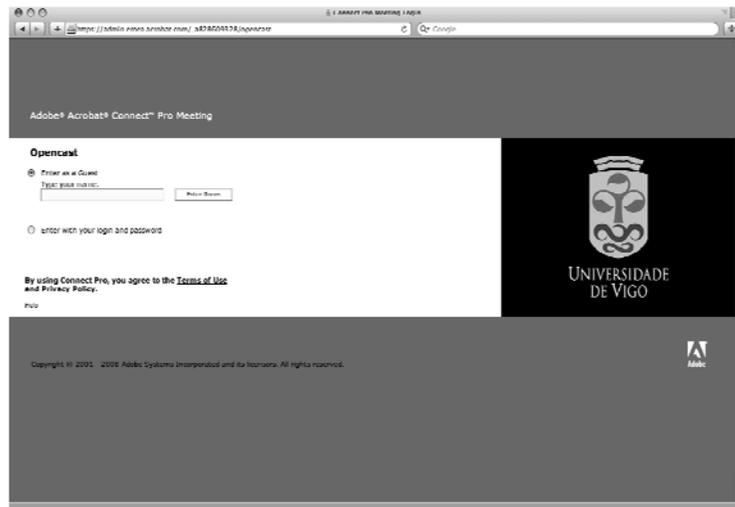
Then you choose the option "Enter as a Guest", write your name in available space for this and press "Enter Room".

The first time that you initiate the application, it can ask you to install or accept a plug-in in the right top of the window. Press it to install it and follow the steps. When the installation ends the page will be reloaded automatically. If it doesn't happened you can do it manually.

2.- CONFIGURATION OF AUDIO.

The first you have to do when you connect with a meeting room is to start an assistant of configuration of audio. This option you will find it in the menu "Meeting" -> "Manage my settings" and then "Audio setup wizard". You follow the instructions and check if you can receive audio properly and if the microphone that has been selected is the one of the headphones. A lot of cameras web include a microphone, which is not the more appropriated for this type of meetings.
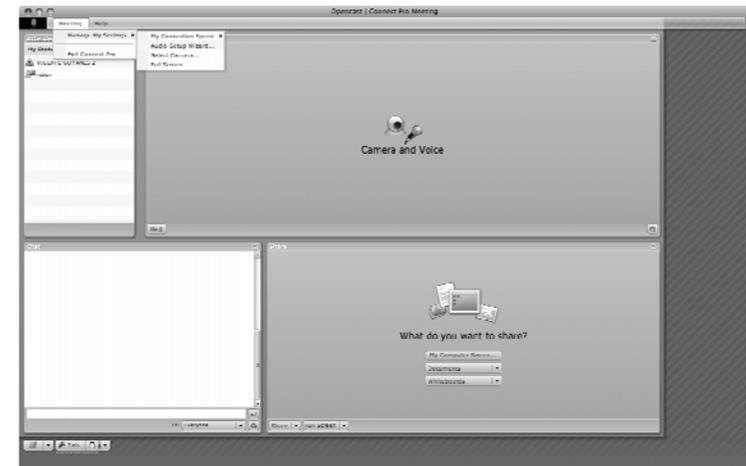
3.- START CAMARA AND VOICE.

Do click in the button "Start my camera and voice" that you will find in the bottom left corner of the upper window (like it's been showed in the next picture). It will ask you to confirm to share the image and the audio of your computer. Then it will appear the image of your camera together with the images of the rest of participants and you already would be prepared to take part in the meeting.
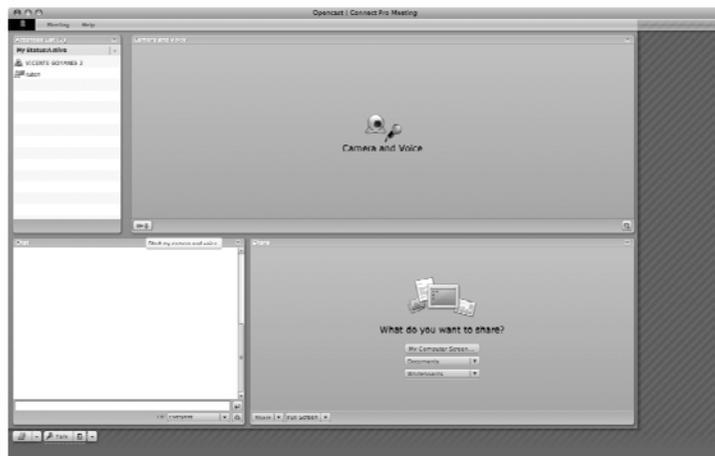
You can adjust the advanced options pressing with the right button of the mouse in the window where the images of the participants appear. In the tab "Visualization" you can configure the acceleration of hardware. In "Privacity" check the box "Remember this configuration" that it makes that you do not will be asked to confirm the next time that you share your camera and voice. In "Local buffer" select the maximum value. In the tab microphone you must to ensure that it is selected the microphone of the headphones. In the tab "Camera", in case of have more of one, select which you wish to use.

To speak you must press the button "Talk" that you will find under the window of chat. The green vumeter that it is right under must to increase when the microphone will get some sound. If this was not happening, you have to check in the assistant of audio that the microphone is well selected and it works properly. (An administrator can change the privileges of each participant as he/she consider convenient; therefore the administrator of the meeting can disable the possibility of the participants to take part. In this case you can press the button of the left that has a draw of a icon raising the hand and ask your turn of word.)

In the right bottom window you can share your desk or a document, with the rest of participants of the meeting.

To end your session press the option "Exit Connect Pro" in the menu "Meeting"

4.- CONTACT.

If you have some questions or you wish to realize a test in the room you can contact to:

tv@uvigo.es

Tel: +34 986811937